



ASSETS Consortium Management Plan

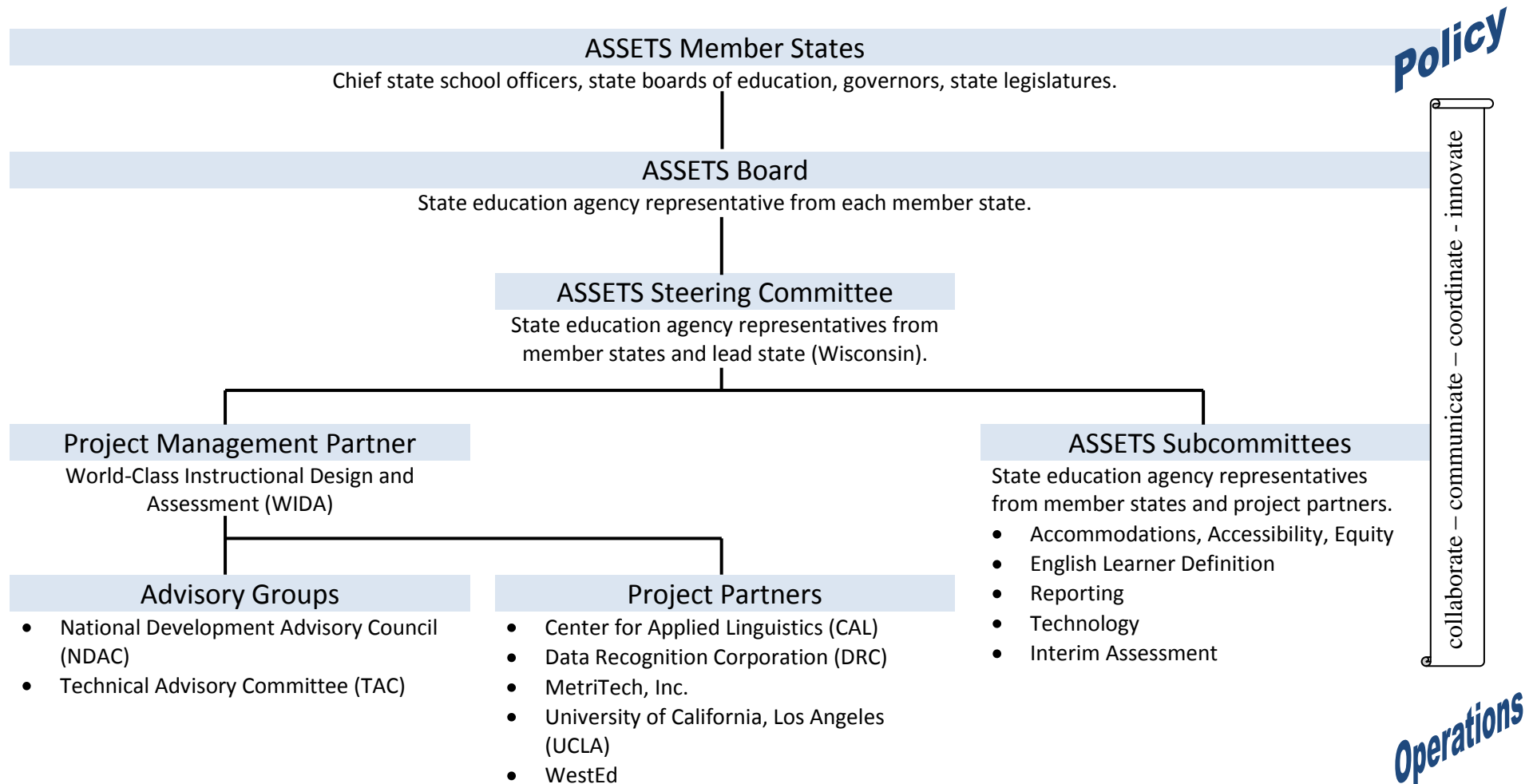
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ASSETS Project Coordinator



Assessment Services Supporting ELs through Technology Systems (ASSETS) Project Consortium

GOVERNANCE STRUCTURE



1.0 Introduction

1.1 Purpose of This Document

The purpose of this document is to describe the governance of the *Assessment Services Supporting English Learners through Technology Systems* (ASSETS) Consortium.

1.2 Background Information

ASSETS is a state-led consortium with the aim of providing innovative and comprehensive assessment tools in order to help English learners (ELs) succeed in becoming college- and career-ready. The consortium will build on the foundation of standards, assessment, professional development, and research already developed by the managing partner, the World-Class Instructional Design and Assessment (WIDA) Consortium. The work is funded by a US Department of Education enhanced assessment instrument grant. The Wisconsin Department of Public Instruction (WDPI) is the lead state and fiscal agent for the grant.

The ASSETS project aims to develop an innovative technology-enhanced assessment system to assess English learners' acquisition of the academic English language necessary for success in school. The ASSETS system will be a comprehensive assessment system that is: a) anchored in WIDA's established English Language Development (ELD) Standards that correspond with the Common Core State Standards; b) informed by rigorous, ongoing research; and c) supported by comprehensive professional development and outreach, all to be developed within a collaborative multistate consortium.

This document guides the governance of the ASSETS Consortium for the duration of the grant.

1.3 WDPI Role

The role of WDPI is to act as fiscal agent and to facilitate collaboration among member State Education Agencies (SEAs). WDPI also represents the view of states and their desires for the outcome of ASSETS.

1.4 WIDA Role

The role of WIDA is to serve as a project management partner, tapping its established knowledge base and expertise in English Language proficiency (ELP) and consortium structure to develop a technology-based assessment system.

1.5 Advisory Groups

National Development Advisory Council (NDAC) – a committee of leading researchers in the field of testing, language acquisition, and professional development appointed by WIDA to advise the Consortium on test content development.

Technical Advisory Committee (TAC) – this committee is appointed by WIDA and advises the ASSETS Consortium on the psychometric issues of testing and any proposed policies or policy changes with psychometric implications.

1.6 Project Partners

Center for Applied Linguistics (CAL) – CAL will collaborate with the ASSETS consortium and project partners to develop the technology-based summative assessment, screener, and interim assessments. They will develop test specifications and test items, field test the new items, and support the many activities associated with operationalizing the new system.

Data Recognition Corporation (DRC) – DRC will provide overall coordination for the delivery of the online field testing technology platform in year 3 of the grant. They will work with project partners to ensure that the platform is able to support portable test items, as is required under the grant.

MetriTech, Inc. – MetriTech will score sections of the assessments during field testing.

University of California, Los Angeles (UCLA) – UCLA will work with WIDA to develop dynamic language learning progressions (DLLPs) encompassing the language development of students for a range of language functions needed for success in school. Their work will inform the ASSETS Consortium’s development of the summative and interim assessments and will include materials that support educators’ use of the DLLPs for instructional purposes.

WestEd – WestEd staff will serve as technical advisors to WIDA and project partners on interoperability. Key WestEd staff on the NDAC will also provide guidance on teacher professional development, policy, and accountability.

1.7 Useful Definitions

ASSETS Consortium – The ASSETS Consortium is comprised of member state departments of education and project partners working to develop the next generation English language proficiency assessment system.

ASSETS Project – The ASSETS Project is the set of goals and activities described in the grant narrative that will result in a new, technology-based English language proficiency assessment system. The goals include:

1. Establish a consortium that gives SEAs a voice in design, implementation, governance, and policymaking
2. Create an online assessment system
 - a. Summative assessment
 - b. Screener
 - c. Interim assessments
 - d. Formative assessment resources
3. Create a technology-based training program for scorers
4. Create professional development and outreach materials
5. Evaluate the assessments and professional development
6. Plan for scale-up and sustainability

Project Coordinator (WDPI) – The ASSETS project coordinator is housed at WDPI and is the coordinator and support person for ASSETS member SEAs, Steering Committee, and Subcommittees. The project coordinator facilitates communication and general consortium management throughout the duration of the ASSETS Project.

Project Manager (WIDA) – The ASSETS project manager is housed at WIDA and is responsible for planning and coordinating project activities with the project partners.

WDPI (Wisconsin Department of Public Instruction) – WDPI is the State Education Agency that is the lead state and fiscal agent for the ASSETS grant.

WIDA (World-Class Instructional Design and Assessment) – The WIDA Consortium, housed within the Wisconsin Center for Education Research at the University of Wisconsin – Madison, is the project management partner for the ASSETS project. The ASSETS Consortium will build upon existing WIDA resources to create new online assessments.

2.0 Governance

2.1 ASSETS Consortium

A. Purpose of the ASSETS Consortium

- The purpose of the ASSETS Consortium is to accomplish the set of goals and activities described in the grant narrative that will result in a new, technology-based English language proficiency assessment system.

B. Membership

- Membership in the consortium is open to all State Education Agencies (SEAs).

C. Membership Process

- SEAs must sign a memorandum of understanding (MOU) with WDPI committing to the goals of the project and the conditions of the grant in order to join the consortium.
- SEAs may contact the Project Coordinator to request information or indicate an interest in joining the consortium. See Appendix II for a diagram of the process for SEAs to join the consortium.
- SEAs that join the consortium after the grant was awarded are required to pay an annual fee to cover expenses, as indicated in the MOU.

D. Exiting the Consortium

- SEAs may leave the consortium by providing written notice to the Project Coordinator.

E. Categories of Membership

- Governing Members – SEAs that have signed an MOU committing to the ASSETS project and no other consortium developing an English language proficiency assessment system.
- Advisory Members – SEAs that have signed MOUs with ASSETS and any other consortium developing an English language proficiency assessment system.
- Nonmembers – SEAs that have not signed an MOU with any consortium developing an English language proficiency assessment system. Representatives from nonmember SEAs may attend the annual ASSETS Board Meeting at their own SEA's cost. Nonmember SEAs do *not* have a vote but may participate in subcommittee meetings, conference calls, and other activities.

2.2 ASSETS Board

A. Purpose of the Board

- The ASSETS Board is the governing body of the ASSETS Consortium.
- The purpose of the ASSETS Board is to:
 - Make the operational and policy decisions necessary to fulfill the project and grant requirements
 - Represent the interests of ASSETS member states

B. Membership

- All ASSETS governing and advisory member SEAs are members of the.
- Each ASSETS member SEA is entitled to appoint one SEA representative to the ASSETS Board.

C. Chair

- Wisconsin, as the lead state and fiscal agent, will serve as the chair of the ASSETS Board.

D. Meetings

- An annual Board meeting will take place in June of each year in conjunction with the WIDA Annual Board meeting.
 - All member SEAs are expected to send one delegate to the annual Board meeting. Travel is covered by the ASSETS Consortium, consistent with University of Wisconsin travel guidelines.
 - Each Consortium member SEA may send additional members to the Board meeting at its own expense.
- Conference calls or webinars will be held at least quarterly.

E. Decision-Making Process

- Decisions are made by consensus. If consensus cannot be reached, efforts will be made to revisit discussion and work towards consensus. If, after deliberations, consensus cannot be reached, then a 2/3 majority of the members present is required for a decision.
- Three-fourths of the governing member SEAs constitutes a quorum. A quorum is required for official votes.
- Each ASSETS governing member SEA has one vote.
- Votes can be cast in person or electronically.

2.3 Steering Committee

A. Purpose of the Steering Committee

- The Steering Committee provides a high level of guidance and direction as the first point of contact for decisions needed by the larger consortium.
- The purpose of the Steering Committee is to:
 - Provide input and direction to the ASSETS Consortium related to the design and implementation of the ASSETS Assessment System
 - Vet policy and priority issues related to the implementation, research, and development of the ASSETS online assessment system
 - Represent the interests and direction of states
 - Disseminate information and seek input from states

B. Membership

- Membership is open to all ASSETS governing member SEAs.
- The Steering Committee shall consist of a minimum of seven members, but no more than nine.

C. Appointment Process

- Wisconsin, as the lead state and fiscal agent, shall appoint Steering Committee members in consultation with the project management partner and member SEAs. Appointments are of individuals who represent their SEAs, and will be based on their ability to:
 - Demonstrate a strong commitment to the ASSETS vision and mission
 - Bring to the Steering Committee distinctive perspectives, backgrounds, skills and capacities needed to establish the policies that guide the Consortium
 - Devote the time and energy required to meet the responsibilities of Steering Committee members, including active attendance and informed participation in meetings of the full Steering Committee
 - Participate or engage in Subcommittee discussion as appropriate, but not necessarily as active chair in a subcommittee
 - Represent the diversity of regions and EL populations of the Consortium

D. Chair

- Wisconsin, as the lead state and fiscal agent, will serve as the Steering Committee chair.

E. Meetings

- On-site meetings will be held at least annually. Reasonable costs for attendance are covered by the ASSETS Consortium.
- Additional meetings will be held via distance technology as decided by the Steering Committee.

F. Term

- Four years or the term of the grant (through September 2015).

G. Resignation

- Steering Committee members must submit a written resignation to the ASSETS Board.

H. Decision-Making Process

- Decisions are made by consensus. If consensus cannot be reached, efforts will be made to revisit discussion and work towards consensus. If, after deliberations, consensus cannot be reached, then a 2/3 majority of the members present is required for a decision.
- Three-fourths of the Steering Committee membership constitutes a quorum. A quorum is required for official votes. Members who are participating via distance technology are considered present.
- Each Steering Committee member has one vote. Votes can be cast in person or electronically.

2.4 Subcommittees

A. Purpose of the Subcommittees

- The purpose of the subcommittees is to provide recommendations to the ASSETS Consortium through WIDA, WDPI and the Steering Committee, on a variety of issues related to the ASSETS project.

B. Membership

- Membership is open to all ASSETS Consortium member SEAs.
- ASSETS member SEAs may have representation on more than one subcommittee.
- Non-member SEAs may have representation on subcommittees at the discretion of the Project Coordinator.

C. Membership Approval Process

- Submit a completed, signed letter of interest to the Project Coordinator. A letter of interest for potential subcommittee members is included in Appendix I.
- The completed letter of interest must include a supervisor's signed approval.
- The Project Coordinator, in consultation with the Steering Committee and project partners, will approve applications for subcommittee membership within 10 working days of receipt.

D. Chair

- Each Subcommittee will have a designated chair or co-chairs to call and facilitate meetings.
- Nominations for chairs must be submitted to the Steering Committee.
- The Steering Committee will designate subcommittee chairs.
- The chairs will serve for the term of the grant or until they submit written resignation to WDPI.
- Chairs must report updates to Steering Committee and ASSETS Board quarterly.
- Only representatives of governing member SEAs may chair subcommittees.

E. Formation

- The Steering Committee, in consultation with WIDA the project management partner, may create subcommittees on an as-needed basis.
- Subcommittees require a completed subcommittee responsibilities chart approved by the Steering Committee.

F. Meetings

- Subcommittees will utilize web-based technology or conference calling to meet as necessary.
- Subcommittees may meet in person at the annual Board meeting. However, reimbursement by the Consortium is not available specifically for subcommittee members to attend the annual Board meeting.

G. Term

- SEA representatives may serve for the duration of the ASSETS grant, or upon resignation from the subcommittee.

H. Resignation

- A subcommittee member must submit a written resignation to the ASSETS Project Coordinator.

I. Decision-Making Process

- Decisions are made by consensus. However, if consensus cannot be reached, then a simple majority is sufficient.
- Votes can be cast in person or electronically.

3.0 Communications

3.1 Purpose of this section

The purpose of this section is to outline WDPI Communication strategies and ensure that states' needs are met throughout the duration of the ASSETS project.

Refer to the separate Communications Plan for additional information regarding specific strategies.

4.0 Committee Responsibilities

4.1 Purpose of this Section

The purpose of this section it to discuss the structure, composition and responsibility of each governing entity in the ASSETS Project.

ASSETS Board

Purpose:

The purpose of the ASSETS board is to provide feedback and recommendations regarding policies of the ASSETS project and deliverables.

The ASSETS Board is comprised of one representative from each member state and meets annually.

General Responsibilities:

- Attend the annual board meeting
- Participate in quarterly conference calls
- Review and provide feedback on project reports, documents, and proposals
- Vote on issues
- Share information with stakeholders in state
- Serve as a point of contact for your state

Contacts:

Project Coordinator –

Project Manager –

Meredith Alt
mlalt@wisc.edu

Project Milestones:

- Yearly ASSETS board meetings

Steering Committee

Purpose:

To provide a high level of guidance and direction as the first point of contact for decisions needed by the larger consortium.

General Responsibilities:

- Provide direction and advice to ensure that products and services meet the needs of the states and the requirements of the law
- Advise the managing project partner, WIDA, on operational decisions
- Attend annual board meeting
- Participate in quarterly conference calls
- Attend annual steering committee meeting and other face-to-face or distance meetings as required (expected to meet 2-4 times annually)
- Share results of steering committee meetings with member states
- Review and provide feedback on project reports, documents, and proposals

Project Milestones:

- Yearly Steering Committee meetings
 - Annual Board meetings

Contacts:

Chair-

Philip Olsen
608-266-8779

Philip.olsen@dpi.wi.gov

Project Manager –

Meredith Alt
608-262-8759

mlalt@wisc.edu

Chair:

- WDPI – Philip Olsen

Members:

- Robert Fugate (VA)
- Melissa McGavock (OK)
- Nancy Mullins (ME)
- Barry Pedersen (IL)
- James McCobb (VT)
- Ilhye Yoon (MD)
- Jennifer Paul (MI)

Subcommittees

Purpose:

The purpose of the subcommittees is to discuss key topics associated with the ASSETS grant (Accommodations, Accessibility and Equity; Reporting; EL Definition; Technology; and Interim Assessment) and provide recommendations based on their expertise.

General Responsibilities:

- Review and provide timely feedback as needed on relevant reports, documents, and proposals
- Share results of subcommittee meetings and highlight issues of importance with the ASSETS Board

Point of Contact:

ASSETS Project Coordinator and the ASSETS Project Manager will facilitate the work of the subcommittees in coordination with the subcommittee chairs.

4.2 Subcommittee Structure and Governance

Role	Description	Responsibilities	Eligibility	Number Serving
Chair	Subcommittee leader	<ul style="list-style-type: none"> Help provide direction and facilitate subcommittee meetings Facilitate constructive work in line with subcommittee responsibilities Report updates ASSETS Board quarterly 	Any subcommittee member from an ASSETS governing member SEA	1-2
Subject Matter Liaison	An individual that possesses in-depth knowledge and experience in the subject matter of subcommittee	<ul style="list-style-type: none"> Act as a general resource to assist subcommittees throughout their work 	Knowledgeable member of the policy or research communities	1
Member	An individual from an ASSETS member SEA (or non-member SEA) whose participation is approved by the Project Coordinator	<ul style="list-style-type: none"> Actively participate in committee work and meetings Review and provide timely feedback on project reports, documents, and proposals Consult with stakeholders, subject matter liaisons, project partners, and others as needed 	An individual from an ASSETS member SEA (or non-member SEA)	8-10
Project Management Partner (PMP)	WIDA	<ul style="list-style-type: none"> The Project Management Partner is a liaison for the subcommittees. The PMP may pose questions and request information to engage and participate in subcommittee work. 	N/A	N/A
Project Coordinator	WDPI	<ul style="list-style-type: none"> The Project Coordinator will serve as a resource, coordinator, and facilitator for subcommittee meetings. The Project Coordinator may assist with research, documentation, and other duties as needed. 	N/A	N/A

4.3 Subcommittee Overview

Subcommittee Name	Description
1. Accommodations, Accessibility and Equity	The purpose of the Accommodations Subcommittee is to work with project partners, stakeholders, and national experts to ensure that appropriate accommodations for English learners with disabilities can be provided on the new ASSETS assessments. The committee will recommend for adoption a common set of policies to promote equitable student participation in the new assessments, including designing and developing accommodations, accommodations policies, and methods for standardizing the use of accommodations for English learners with disabilities.
2. Reporting	The purpose of the Reporting Subcommittee is to work with project partners, stakeholders, and national experts to make recommendations regarding the way data is reported and used to meet the needs of educators, parents, students, administrators, policy makers, researchers, and the public.
3. EL Definition	The purpose of the EL Definition subcommittee is to review policy implications regarding a common definition of English Learner with respect to English proficient classification, initial identification, placement and reclassification/exit.
4. Technology	The purpose of the Technology Subcommittee is to provide guidance and expertise on implementing technology-based summative and benchmark assessments; reporting; training tools; and readiness tools.
5. Interim Assessment	The Interim Assessment subcommittee will serve as the first point of contact for timely feedback on work generated by WIDA.

Accommodations, Accessibility and Equity

Purpose:

The purpose of the Accommodations Subcommittee is to work with project partners, stakeholders, and national experts to ensure that appropriate accommodations for English learners with disabilities can be provided on the new ASSETS assessments. The committee will recommend for adoption a common set of policies to promote equitable student participation in the new assessments, including designing and developing accommodations, accommodations policies, and methods for standardizing the use of accommodations for English learners with disabilities.

General Responsibilities:

- Review existing accommodations policies of ASSETS member states
- Research computer-based assessment tools available for all students, including students with disabilities
- Research accommodations for students with disabilities to use in online and paper testing environments
- Research proposed accommodations policies of the other major assessment consortia to ensure a consistent approach
- Produce recommendations for a common set of accommodations policies for consideration by the Steering Committee and the Board
- Provide guidance on implementation issues for states related to accommodations
- Provide guidance related to professional development to ensure that educators will understand how and when to apply accommodations appropriately for English learners with disabilities

Key Areas of Recommendations

- Proposed consortium accommodations plan for ACCESS for ELLs 2.0
- Accommodations guidance for use in professional development

Outcome

Recommendations for accommodations policies that promote equitable participation in the assessments of English learners with disabilities

Contacts:

- **Chair(s)**
 - Dan Wiener
- **Subject Matter Liaison**
 - Elizabeth Cranley
- **Members**

Audrey Lesondak (WI)	Robin Holbrook (WY)
Susan Beard (AL)	Michelle Blakey-Tuggle (DC)
Grace Gray (AK)	Drew Linkon (MO)
Dely Roberts (AL)	Terry Richard (DE)
Boon Lee (IL)	Linda Howley (MI)

Phone: 781.338.3625
Email: dwiener@doe.mass.edu

Reporting

Purpose

The purpose of the Reporting Subcommittee is to work with project partners, stakeholders, and national experts to make recommendations regarding the way data is reported and used to meet the needs of educators, parents, students, administrators, policy makers, researchers, and the public.

General Responsibilities:

- Research and report on exemplary or innovative reporting practices, such as individualized student reports and longitudinal (growth) reports
- Provide recommendations in designing reports that can be used in conjunction with other state data
- Collaborate with project partners regarding the types of data to be included in the reports
- Provide guidance related to professional development to ensure that users can easily access and appropriately use reports.
- Obtain feedback from multiple stakeholders regarding content and implementation
- Research and recommend reporting solutions and potential MOU amendments for ASSETS/WIDA Consortium states regarding students that move from one state to another within the consortia.
- Research and report on state and federal pupil privacy policies and laws that impact the use of ASSETS assessment data for use by families, educators, researchers, and the public.

Key Areas of Recommendations

- Proposal including information on preliminary score release for all assessments (screener, summative, and interim)
- recommendations for types of reports available in multiple languages to share with parents (screener, summative, and interim)
- Sample language to be included in MOU (section: education record release and data use agreement) regarding sharing student data

Outcome

- Recommendations that meet the needs of key stakeholders regarding test reports and deliver the above mentioned documents.

Contacts:

- *Chair(s)*
- *Subject Matter Liaison*
 - Pakou Vang
 - Susan Feldman
- *Members*

Jason Kolb (MI)
Ji Zeng (MI)
Ursula Lentz (MN)

Robert Fugate (VA)
Ivanna Thrower (NC)

EL Definition

Purpose

The purpose of the EL Definition subcommittee is to review policy implications regarding a common definition of English Learner with respect to English proficient classification, initial identification, placement and reclassification/exit.

General Responsibilities:

- Research and report on existing state policies and statutes related to classifying students as English learners
- Identify potential barriers to implementing a common definition of English learner
- Provide feedback related to professional development and outreach

Key Areas of Recommendations

- Summary of existing state policies and statutes regarding: English Proficient classification, initial identification, placement and reclassification.

Outcome

- Compilation of state policies regarding English proficient classification, initial identification, placement and reclassification among member states on English learner status.

Contacts:

- **Chair(s)**
 - David Holbrook Phone: 307.777.6260
Email: david.holbrook@wyo.gov
- **Subject Matter Liaison**
 - Margo Gottlieb, Gary Cook, Robert Linqunti
- **Members**

Dan Auman (NC)	Crystal Fields (SC)
Leigh Schleicher (MN)	Raquel Sinai (NJ)
Jonathan Gibson (NV)	James McCobb (VT)
Seon Eun (IL)	Maria Silva (MI)
Michelle Williams (MI)	Jonathan Gibson (NV)
Christina Nava (ID)	Grace Gray (AK)

Technology

Purpose

The purpose of the Technology Subcommittee is to provide guidance and expertise on implementing technology-based summative and benchmark assessments; reporting; training tools; and readiness tools.

General Responsibilities:

- Determine and create necessary communications to assist with the implementation of the online assessment
- Provide recommendations for creating a technology readiness plan
- Identify capacity for implementation of the online assessment at local, school, district, and state level.
- Provide recommendations for necessary security requirements
- Identify and provide input on training plan for key technology staff

Key Areas of Recommendations

- Technology training plan

Outcome

- Familiarity with technology platform for online assessment
- Test implementation plan for technology at local, school, district, and state level
- Collaborating with other consortium to ensure uniformity among test delivery system

Contacts:

- **Chair(s)**
 - Jennifer Paul Phone: 517.335.3967
Email: paulj@michigan.gov
- **Subject Matter Liaison**
 - Carsten Wilmes, Ed Roeber
- **Members**

Brian Swiger (NC)	Cheryl Alcaya (MN)
Barry Pedersen (IL)	Paulette Watson (MA)
Matthew Ayotte (MI)	Jan Lanier (TN)

Interim Assessment

Purpose

The purpose of the Interim Assessment subcommittee is to serve as the first point of contact for timely feedback on work generated by WIDA.

General Responsibilities:

- Become familiar with key issues related to the interim assessment of language proficiency
- Review draft design plans and provide guidance related to the most useful design features of interim assessments
- Assist in identifying key stakeholders that must be consulted with during the development of the new assessment tools
- Work with project partners, members, and others to build collaboration and consensus

Major Deliverables:

- Critical feedback and informed guidance to help share the design and development of WIDA's new interim assessments.

Outcome:

- Consensus among member states on the role, purpose, organization, and design of interim assessments.

Contacts:

- **Co-Chair(s):**
 - Emily Evans Fanaeian Email: eaevans2@wisc.edu
 - Dorry Kenyon dkenyon@cal.org
 -
- **Subject Matter Liaison**
 - Ed Roeber
- **Members**

▪ Nichole Hall (ID)	Nancy Mullins (ME)
▪ Kul Axtell (NV)	Erika Bolig (MI)
▪ Gay Pickner (SD)	Jennifer Malonson (MA)
▪ Nadja Trez (NC)	Shereen Tabrizi (MI)

Appendix I

Subcommittee Approval Letter

Phil Olsen
Project Coordinator – ASSETS Consortium
Office of Educational Accountability
WI Department of Public Instruction
125 S Webster St.
PO Box 7841
Madison, WI 53707-7841

Telephone: 608-266-8779
Email: philip.olsen@dpi.wi.gov

Dear Mr. Olsen,

Please accept this letter of interest for membership in the following subcommittee:

- ☐ Accommodations, Accessibility and Equity
- ☐ English Learner Definition
- ☐ Interim Assessment
- ☐ Reporting
- ☐ Technology
- ☐ Other: _____

I acknowledge and accept the responsibilities of a subcommittee member, and have obtained my supervisor's approval for participation:

- Actively participate in committee work and meetings
- Review and provide timely feedback on project reports, documents, and proposals
- Prepare reports and proposals for use by the Steering Committee, board, and project partners
- Consult with stakeholders, subject matter experts, project partners, and others as needed
- Keep the steering committee apprised of progress and issues
- Share results of subcommittee meetings with the steering committee and with member states as appropriate.

Applicant Information

Name:

Title:

Email:

Telephone:

Signature:

Date:

Supervisor Information

Name:

Title:

Email:

Telephone:

Signature:

Date:

Appendix II

Joining the ASSETS Consortium

